



Community Development Department - Planning Division

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Design Review

Any new construction, exterior remodeling and landscaping and irrigation for multiple family and any non-residential construction will require Design Review. If the application is for a user that is permitted as a matter of right (no Planning Commission approval required) the case will be processed at a staff level.

APPLICATION SUBMITTAL: Applications will be conditionally accepted on the presumption that the information, materials and signatures are complete and accurate. If the application is incomplete or inaccurate, your project may be delayed until corrections or additions are received.

APPLICATION PROCESSING: Upon receipt of a complete and accurate application including applicable fees, Planning staff will review your application and prepare a staff report which will be mailed to you. Extra copies are available from the Planning & Building Department.

TIME: Administrative review takes approximately 30 days from time of submittal of a complete application.

HEARINGS: If a hearing is required, the applicant, a representative, or the legal owner should be present.

APPEAL PROCESS: If your request is denied, or if you disagree with any of the conditions of approval, you have the right to appeal. Appeal information is available from the Planning & Building Department, on the City website or in the final report.

PLANNING FEES: See current Fee Schedule (***FILING FEES ARE GENERALLY NOT REFUNDABLE***)

REQUIRED ITEMS FOR FILING (The following checklist gives you the requirements for application):

- ☐ One (1) copy of a completed General Application form.
- ☐ Three (3) Blueprints of Exterior Building Elevations (one set must be colored), including:
 - a. All sides of all buildings (including carports and accessory buildings).
 - b. Specifications identifying all exterior building materials and colors.
 - c. A sample board 8 ½" x 14" or smaller, with all colors displayed (we cannot accept sample boards larger than 8 ½" by 14").
 - d. If available, a perspective drawing and/or photographically reproduced rendering.
 - e. One copy of all graphics reduced to an 8 ½" x 11" size. See Instructions for Preparation of Reduced Graphics (attached) for the acceptable types of graphic reduction.
- ☐ Three (3) Blueprints of the Plot Plan (one plot plan must be colored) showing all proposed site improvements, including:
 - a. Building locations, driveways, parking striping, planters, curbing, paved areas.
 - b. Materials, colors and locations of all fences and walls.
 - c. Ground mounted utility and mechanical equipment. Specify the location, design and color of all water meters, utility boxes and domestic water backflow preventers. The visibility of such facilities should be minimized through means including but not limited to relocation, berming, landscaping, and/or installation of a screen wall.
 - d. Locations of all existing trees and major shrubs, indicating ultimate disposition.
 - e. Parking Analysis
- ☐ One (1) copy of all graphics reduced to an 8 ½" x 11" size. See Instructions for Preparation of Reduced Graphics (attached) for the acceptable types of graphic reduction.

Drawing Assembly: Staple blueprints in sets along the left margin, plot plan on top and elevations below. Fold to maximum 8 ½" x 14" size. (We cannot except drawings or materials that cannot be folded down to 8 ½" by 14" in size.)

- ☐ One (1) copy Preliminary Grading Plan to determine the extent of retaining walls and visibility of the site from the public right-of-way.

Please note that in some instances environmental review of grading will be required in conjunction with the processing of your application. Environmental review will be required if your project involves grading and:

- a. *The property to be graded has an average natural slope of 10% or greater; and/or*
- b. *The property is in the RC - Residential Conservation Zone; and/or*
- c. *The property is located within or adjacent to the Mockingbird Canyon, Woodcrest, Prenda, Alessandro, Tequesquite or Springbrook Arroyos, a blue line stream identified on USGS maps, a waterway or wetland area.*

☐ One (1) copy Building Code Analysis. For the addition of buildings or structures to an existing developed property where buildings and structures already exist a building code analysis should include the following information:

- Size of proposed and existing buildings, including total square footage of all stories
- Type of construction of all buildings
- Allowable area and any area increases taken due to location on the property for existing and proposed buildings
- Any rated walls and openings in walls closer than 20-feet to the property lines for existing and proposed buildings

WHEN APPLICABLE THE FOLLOWING ITEMS WILL ALSO BE REQUIRED:

☐ One (1) copy Application to the Riverside County Airport Land Use Commission (ALUC): The ALUC application is required at the time this application is filed if the project site is within an Airport Influence Area (see attached maps). See "ALUC Information" handout for further information.

The Planning Department may, during the course of its initial review of the application, determine that additional information is required, such as biological, traffic, noise or archeological studies. The Planning Department may require the submittal of supplemental materials as necessary. All required information must be submitted in order to complete the application prior to the matter being scheduled for review.